

VACANCY ANNOUNCEMENT

Announcement Number: 003 08

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

OPEN TO: *All Interested Applicants*

POSITION TITLE: Information Assistant
(Full performance: FSN-9*, FP-5*)
(Trainee level: FSN-8*, FP-6*)

OPENING DATE: January 9, 2008

CLOSING DATE: **January 23, 2008**

WORK HOURS: Full-time work week schedule; 40 hours/week

SALARY: *Actual grade and salary will be based on the qualifications of the applicant:

Non-Ordinary Resident (NOR):
(Position grade: FP-5, U.S. \$40,118 p.a.)
(Position grade: FP-6, U.S. \$35,864 p.a.)

Ordinary Resident (OR):
(Position grade: FSN-9, Euro 22,307 p.a.)
(Position grade: FSN-8, Euro 19,717 p.a.)

Mission employees may not apply for vacant position during probationary period.

- The U.S. Embassy in Athens is seeking an individual **with the required residency/work permits** for the position of **Information Assistant in the Public Affairs Office in Athens, Greece.**

BASIC FUNCTION OF POSITION

Incumbent as co-editor of an e-magazine Mosaiko.gr advises on promotion and creates content for the website. As part of the press unit's five-member locally-engaged staff, produces editorials, press releases, and other materials that support mission's goals as well. Summarizes and translates articles from the Greek media into English. Occasional interpreting also required.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- **Education:** University degree in any of the following: political science, liberal arts, economics, journalism, international relations, mass communications, literature, or a related field **is required.**
- **Language:** English language level V (native) s/w/r **is required.**
- **Language:** Greek language level V (native) s/w/r **is required.**
- **Experience for:**
- **FSN-9, FP-5 level (full performance):** two years of experience in public relations, journalism, political science, or a combination of similar experience, in an international work environment **is required.**
- **FSN-8, FP-6 level (trainee level):** one year of experience in public relations, journalism, political science, or a combination of similar experience, in an international work environment **is required.**
- **Knowledge:** of Microsoft Office Suite and comfortable with the internet, webchat and website content management systems. Understand web development and be informed of technological developments in communications. Must be knowledgeable of current political issues **are required.**
- **Skills and Abilities:** Ability to a) translate from Greek to English and vice versa and b) work independently **are required.**

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
3. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. Currently employed FSNs and US Citizens under Personal Services Agreement (PSA) serving a probationary period are not eligible to apply.
5. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

HOW TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); OR
2. A current resume or curriculum vitae that provides the same as an OF-612; plus.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-124 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

JOB INFORMATION

In order to apply for vacancies *all* applicants *must* provide the information outlined below:

1. Announcement number.
2. Title and grade of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address and day phone numbers, including area code.
2. Social Security Number (if applicant is a U.S. citizen).
3. Country of citizenship.
4. Veterans' preference (proof of eligibility required).
5. Name, city and state of last high school attended and date of diploma.
6. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title.
2. Duties and accomplishments.
3. Employer's name and address.
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor).
5. Starting and ending dates of employment (month and year).
6. Hours worked per week.
7. Salary.
8. Any other qualifications, including job-related: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g. honor societies, publications).

ADDITIONAL INFORMATION

All applicants must submit information that addresses the required qualifications.

Applications which are incomplete will not be considered.

WHERE TO APPLY

You may hand deliver your application/resume to the Reception area of the Embassy by 5 p.m. on the closing date, or FAX, mail or e-mail it at recruitmentath@state.gov.

All applicants will be notified in writing of the results of the consideration given their application approximately 6 to 8 weeks after the closing date of the announcement.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
10160 Athens

POINT OF CONTACT

Telephone: 210-720-2238
FAX: 210-720-2197

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18; Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. Eligible Family Members (EFMs): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. Members of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 23, 2008

The US Mission in Greece provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.